

Student Agreement/Contract

NAME: _____

COMMENCEMENT DATE: _____

WORK PLACEMENT: _____

HOSPITAL: _____

I agree to take part in the above work experience placement, which has been arranged on my behalf in accordance with the Work Experience Policy of East Lancashire Hospitals NHS Trust. I understand that:

1. The duties of the appointment are in accordance with your training programme.
2. The placement will be without remuneration from the Trust. Travelling expenses, fees etc, will not be met by the Trust, unless prior formal approval has been given.
3. The Trust has obligations under the Health and Safety at Work etc. Act 1974, to provide safe and healthy working conditions and methods. You are required to co-operate with Management in reasonable care for the health and safety of yourself and others.
4. During the course of the placement you may have access to see or hear information of a confidential nature and you are required to not to disclose such information to any unauthorised persons. Breach of confidentiality may result in termination of the placement.
5. Any event of misconduct may result in the termination of your placement. In cases of alleged serious misconduct you may be required to leave Trust premises pending investigation.
6. Your honorary contract to the Trust does not constitute employment and you will not be entitled to any form of payment on its cessation. Employment with the Trust is not guaranteed in any way or conferred by this letter.
7. Whilst on an honorary contract to the Trust, you will comply with its policies and procedures as prescribed.
8. The Trust does not accept responsibility for money or articles lost or damaged on Trust property.
9. Copies of the Trust's Disciplinary Policy and Rules (relating to summary dismissal offences), Grievance Procedure and Health and Safety Policy documents can be viewed in the Human Resources Departments at Burnley General Hospital or Royal Blackburn Hospital, Blackburn.

Although applicable to employees, the principles of both the health and safety documents and the disciplinary rules may be applied directly to the terms of your attachment. Any breach of these would lead to termination of the attachment and referral to your employer.

10. In the event of sickness or unavoidable absence you must immediately notify on the first day your Educational Establishment and the ward/department to which you are allocated.
11. You must report any accident, injury or concerns, however trivial, arising out of or in the course of your activities in the Trust to the Manager. You must complete appropriate records and make statements as required for this purpose.
12. The Trust indemnifies you against any legal claims arising from the proper execution of your recognised duties on Health Trust or other authorised premises.
13. During your placement you will report to placement supervisor, who will be responsible for your induction/training and for assessing performance.
14. You will use the equipment of East Lancashire Hospitals NHS Trust, as appropriate, which will be maintained by the Trust. Prior to you using any appropriate equipment, you will be provided with the necessary training.
15. I agree that the Trust is a smoke free Trust and no smoking is allowed on the premises or grounds.
16. Behaviour – we expect your behaviour to be of the same high standard as that expected of any employee or representative of our Trust, and we reserve the right to end your placement immediately if you behave in a way that is not acceptable.
17. Much of your time will be spent watching other people working, if your placement is in a clinical area such as a hospital ward or clinic then it will be purely observational. **You must not carry out any task or duty unless you are instructed to do so, and supervised, by your workplace supervisor.**

I hereby accept the offer of this student honorary contract on the terms and conditions specified in this document. Please sign and return one copy of this document to the address below.

Signature**Date**